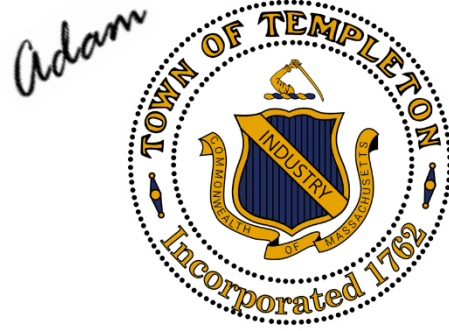


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: November 17, 2022
CC: All Departments



Business Meeting: (This is where we provide basic information or expand upon memorandum enclosed in your packet).

Weekly: Processed paperwork for employee pay raises. Conducted interviews for the Administrative Assistant position in the office. Drafted Amendment #1 to the Personnel Policies and Procedures that will be presented to the Select Board for action on November 30th. Presented the Upgrades to Town Common to the Capital Improvements Committee. Notices that we are having a public hearing at the Select Board meeting on November 30th for the intention of the Select Board to add a warrant article for the Annual Town Meeting for road acceptance were sent to Laurel View residents. The office is busy with licensees coming in to complete their renewal forms. Working with the Water Dept on the Old Royalston Road Culvert Replacement relative to the bidding schedule.

Administration & Finance

Town Accountant: I was out on Vacation most of the week, but Nancy got the warrant done and several other items we were working on. I was back in the office Thursday and worked on the retro pay for the nonunion employees and posting deposits.

Treasurer/Collector: One Tax Title account paid off. Commitment 5 was sent to warrant. Participated in a VADAR zoom. Warrant was processed. Cheryl attended the MCTA Fall meeting Thursday.

Assessor: The new Deputy Assessor, Justice Graves, started training in the office on Monday, all expectations of a smooth transition. Welcome Justice! Finished working on the Tax Rate Recap with the accountant and other department heads. The Tax Rate Recap was submitted to Department of Revenue Thursday morning. We should get notification of an approved tax rate within the next few days. Board of Assessor meeting Tuesday. Follow up was done after the meeting. Attended a zoom webinar by Vadar regarding upcoming billing. Justice attended a Vadar group training session in Hopkinton on Thursday and an online training with Vision Government Solutions on Monday. Wishes for a Happy Thanksgiving to All!

Town Clerk: Nothing reported.

Public Works

Highway: The sanders were all calibrated so that they are not wasting salt/sand when spreading on the roads. Crews cleaned out drains. Potholes were filled on Baldwin Drive, Brooks Road, Ladder Hill Terrace. And Royalston Road. Over the rail mowing Johnson Avenue. Crews readied the trucks and cleaned them up after our first winter weather event. A sign was repaired on Baptist Common Road that someone had knocked down.

Building and Grounds: Burial duties. Flag duties. Dug for monument foundation and poured it. Finished fall cleanup at Baldwinville Center, Pine Grove Cemetery. Emptied trash at Gilman Waite, Greenlawn Cemetery, Pine Grove Cemetery, and emptied cardboard at Senior Center. Distributed bag salt to all the town buildings.

Public Safety

Templeton Police Department: 11/3 – 11/9 PD 269 Calls for Service, 35 motor vehicle stops, 0 arrest. Station – HVAC system upgrade has been put on hold until financing can be worked out. The rest of the department qualified with our new weapons. Dispatch – 373 Calls (does not include miscellaneous calls).

11/10 – 11/16 PD 296 Calls for Service, 31 motor vehicle stops, 0 arrest. Station – MHQ reached out and there was an issue with the specs of the F150, issue has been resolved expect delivery soon. Stationary radar signs should be back from manufacturer soon after being upfitted with solar panels. Dispatch – 447 Calls (does not include miscellaneous calls) – Generator upgrade project at Ladder Hill continues .

Templeton Fire/EMS: 11/07/2022 – 11/13/2022 Fire Department weekly report.

Emergency calls: 26

19 EMS, 3 fire alarm, 1 structure fire, 2 service calls, 1 MVA

Training: Chimney Fire class room, Live fire mobile simulator.

Apparatus/equipment: Forestry 3 permanently out of service.

Activities: 4 residential and commercial inspections.

Emergency Management: Nothing to report.

Development Services

Director: Attended Select Board meeting of 11/9 in support of Building Department fees schedule changes; Adm. Asst., Rhonda Parenteau, did all of the research and presented with Building Commissioner, Richard Hanks. Participated in the Regional Transportation Plan through MRPC; anyone wishing to participate in the transportation survey should go to <https://www.surveymonkey.com/r/JGK7WYR>. Participated in public info session on Nitrogen Sensitive Area/Watershed Permitting through MassDEP.

Communicable Diseases: COVID, at last count Templeton had 12 positive cases and an incident rate of 10.5 for the past two weeks, for more info on city/town COVID numbers please

go to <https://www.mass.gov/info-details/covid-19-response-reporting# covid-19-interactive-data-dashboard>-. If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>. Both the NRSD and the Senior Center held successful vaccination clinics (11/15 & 11/16).

Board of Health: Completed food inspections of vendors at NRSD Craft Fair (Country Barn Products, In-a-Jam, Farm at Baptist Common, and Phillipston Youth Supporters). Septic bottom inspection @ Whitney St; 230 Royalston repair perc; final septic repair inspection at 20 Crotty; appeared in Worcester Housing Court for 29 Sawyer, continued to January 5, 2023, with the stipulation that if all code violations have not been corrected a receiver will be assigned that day.

Conservation: Site Walks were received for 1 North Main St, 400 Dudley Rd and 37 Pleasant St. Received 1 COC request. Prepped for next ConCom meeting Monday 11/21/22 @ 6:00 pm. Due to the October rainfall, as of 11/14/22, Central Mass is at a Level 0 – No Drought status. Information on current status, drought maps, the Drought Management Plan, conservation tips, and more can be found on the Drought Management Task Force Website here: <https://www.mass.gov/info-details/drought-status> The ConCom is still accepting applications for 2 open positions; if interested, please fill out a committee interest form and email it to hyoung@templetonma.gov Admin completed a Cybersecurity Training Assignment, completed a records request as well as attended a MACC MassMapper Basics training webinar and a SuAsCo Watershed Meeting on Stream Crossing Standards.

Planning Board: Prepared for meeting of 11/22/22.

ZBA: Preparation of request for variance for 522 Barre Road, reduction of front offset; meeting on November 29 @ 6:30 p.m.

Building Department: In the past 2 weeks the Building Department has processed 12 Building permit applications, including: 4 wood/pellet stoves, 2 roofing, 2 exterior stair/landings, 1 new garage, 1 replacement windows, 1 HVAC ductwork, and 1 camp demolition at TF&G. Seven Electrical Permits were issued, including: 1 new single-family home, 1 new commercial building, 1 new garage, and 4 upgrade to residential service. Six Plumbing Permits were issued, including: 3 water heater replacements, 2 new bathroom fixtures, and 1 new single-family home. Four Gas Fitting Permits were issued, including: 1 new single-family home, 1 new garage, 1 generator, and 1 stove and fireplace. Certificates of approval were issued for 5 wood/pellet stoves, and Certificates of Completion were issued for 1 detached garage, 2 roof/siding/windows, and 1 chimney. Admin submitted Inspector's Payroll, Warrant and four Turnovers to Accounting. New permit fee schedules were approved by the Select Board at Wednesday's meeting, these will go into effect on January 1, 2023, and will be posted in advance, on the website as well as in the Development Services Office.

Agricultural Commission: Next meeting December 1, 2022.

Community Services

Director/Library: 11/7-11/11: Library foot traffic & circulation remained steady. Story Hour was well-attended. Back-ordered materials were processed and made available. I completed the capital request form for Recreation and turned it in. I turned in 3 warrants. I worked with Recreation Commissioners on several issues.

11/14-11/18: Story Hour saw a growing attendance this week. The December materials order was compiled. A large order of new Childrens' non-fiction books was placed. I attended the Recreation Commission meeting. I presented the Recreation request to the Capital Improvements Committee. I submitted the library warrant. I began a list of needed supplies for Basketball.

Senior Services: 11/7-11/11: Happenings this week included: Walking Group, Talk with the Town, Pitch, Blood Pressure Clinic, Card Bingo, Mahjong, Estate Planning Workshop, Chair Yoga, Creative Stitchers, and Yoga. The Center served 75 meals prepared by Valley View Farm. A farewell party was held for Activities Coordinator, Denise.

Attendance at activities : 207

Social Service Contacts: 17

Volunteer Hours: 51

Transportation: 30 rides provided

11/14-11/17: Happenings this week included: Market Basket trip, Pitch, Ice-Skate painting & decorating with Ellie, Mahjong, Chair Yoga, Cribbage, Card Bingo and Great Courses. Cindy completed and submitted the MART report and attended a SNAP training. Staff completed the December newsletter and sent it to the printer. A flu/covid vaccine clinic was extremely well-attended- with 124 vaccinations administered.

Attendance at activities: 206

Social Services Contacts: 71

Volunteer Hours: 43.5

Transportation: 42 provided

Templeton Community TV: Production continued on a number of programs to be available for viewing soon. The Cable Department's Capital Plan was presented to the Capital Improvements Committee. Workflows for the Montachusett.TV website are being reviewed.

PLEASE NOTE: TCTV will not be booking meeting times the week of Jan. 2-6, 2023, in order to provide staff time off. Have a nice weekend!

Important Dates to Remember

Select Board Meeting, Wednesday, November 30, 2022, 6:30pm at Town Hall